

First Time Users to Employee Self Service

Oracle Employee Self Service allows employees to view their personal information, view their paycheck data and view and apply for positions online.

Every employee paid by the State of Vermont has an Employee Self Service Account created automatically within the Oracle application. To access your account you will need to know what your 5 digit Employee ID is, a password and a computer with Internet access. With Employee Self Service you can access your information anytime, anywhere!

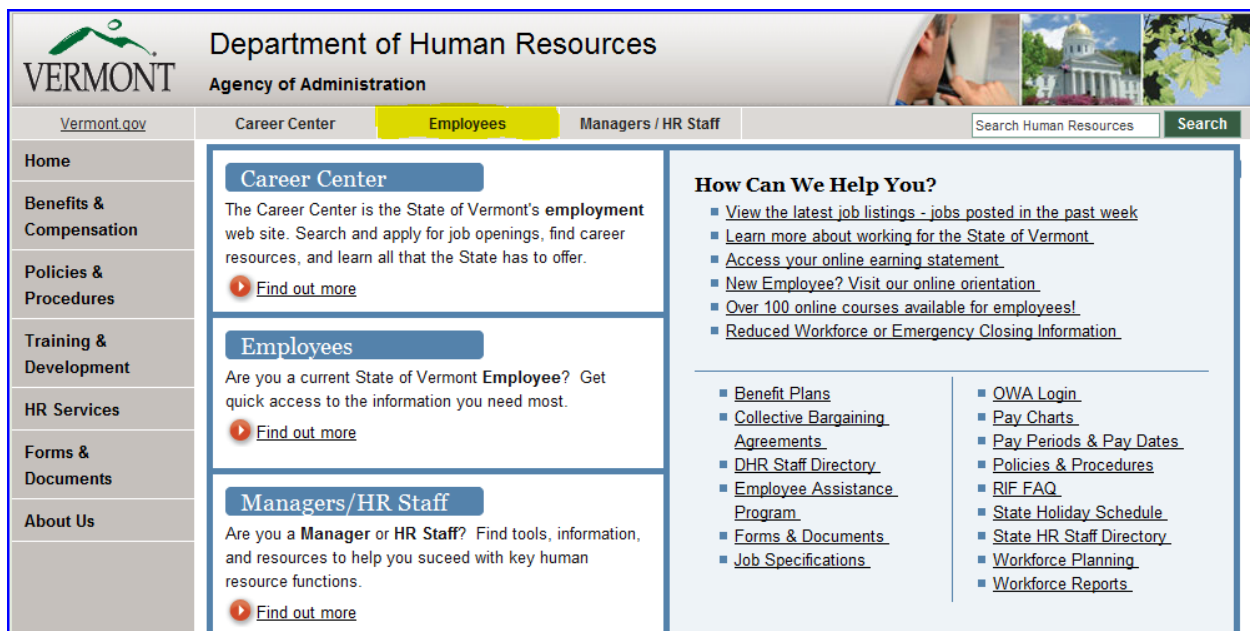
Information for First-time Users:

Where do I log into my Employee Self Service Account?

www.humanresources.vermont.gov

There are several ways to get to the Employee Self Service Sign-in page from the main web page:

Click 'Employees' in the top center of the page as shown in the picture below



OR

to reach the Employee Self Service Sign-in Page you can click the word 'Employees' in the middle of the main web page as shown in the picture below.



OR you can look for the Employee Self Service Logo on the lower right side of the page and click either the ESS Home link or the Go to ESS Login link as shown in the picture below.



Where do I find my 5 digit Employee ID and password?

Your 5 digit Employee ID is located on the back of your security badge. You can also see your Employee ID on your pay advice and your blank timesheet.

Your default password will work just one time, the default password is:

- Your first name with the first letter capitalized
- Immediately followed by the middle 2 digits of your Social Security Number
- Immediately followed by your last name with the first letter capitalized
- **EXAMPLE:** Employee John W. O'Brien, whose social security number is 008-12-3456 has a default password John12Obrien
- Your default password will expire immediately when you sign into your account
- Passwords expire every 90 days.
- Please note, the first name is the name your checks are made payable to. If your check indicates Elizabeth, you cannot login as Beth. If your check indicates John, you cannot login as Jack.

The information on the following pages will provide step-by-step instructions on how to sign into your Employee Self Service Account for the first time.

Signing into your Employee Self Service Account the First Time:

VERMONT Department of Human Resources
Agency of Administration

[Vermont.gov](#) Career Center Employees Managers / HR Staff

Home

Employee Self Service Sign-in

you are at: [Home](#) → [Employee Self Service](#) → Employee Self Service Sign-in

User ID: ← Type in your 5 digit Employee ID

Password: ← Type in your default password

Click on Sign In → [I Forgot My Password](#)

The following page will be displayed when you click on the 'Sign In' button

ORACLE®
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Your password has expired.

[Click here to change your password.](#)

Click the link Click here to change your password

When you click the [Click here to Change your password](#) link the Change Password page will automatically be displayed for you

Password Requirements:

- The password must be a minimum of 8 characters long
- The password must include at least one number
- The password should include at least one capital letter
- Do not include spaces in your password
- **EXAMPLE:** MyPassword01

The screenshot shows the Oracle 'Change Password' page. At the top is the Oracle logo. Below it is the title 'Change Password'. There are two input fields: 'User ID:' with a placeholder 'Your Employee ID will show here' and 'Description:' with a placeholder 'Your Name will show here'. Below these are three password fields: '*Current Password:', '*New Password:', and '*Confirm Password:'. To the right of these fields are three callout boxes with arrows pointing to them: 'Type in your default password here', 'Type in a new password here', and 'Type in the new password again'. At the bottom left is a 'Change Password' button. To its right is a callout box with an arrow pointing to the button: 'Click the Change Password button after filling out lines 1, 2 and 3'.

The password confirmation page will automatically be displayed for you, click the OK button

The screenshot shows the Oracle 'Password Saved' confirmation page. At the top is the Oracle logo. Below it is the title 'Password Saved'. There is a checkmark icon followed by the text 'Your password has successfully been changed.' At the bottom left is an 'OK' button. To its right is a callout box with an arrow pointing to the button: 'Click the OK button'.

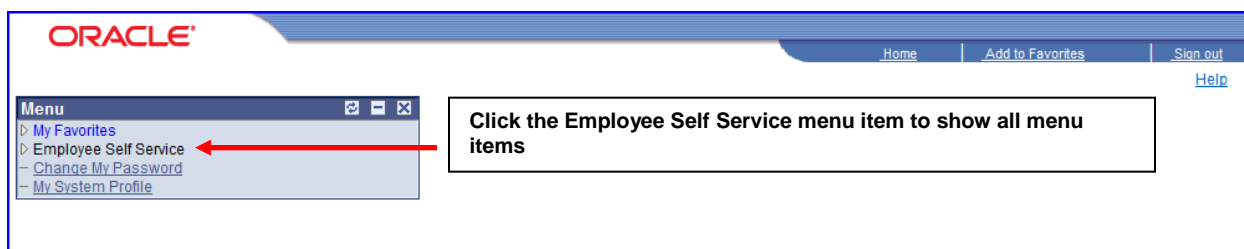
You will be taken into your Employee Self Service Account. You must complete this process by clicking the Sign out link now.



You will be taken back to the Employee Self Service Sign-in page. Sign into your account using your new password

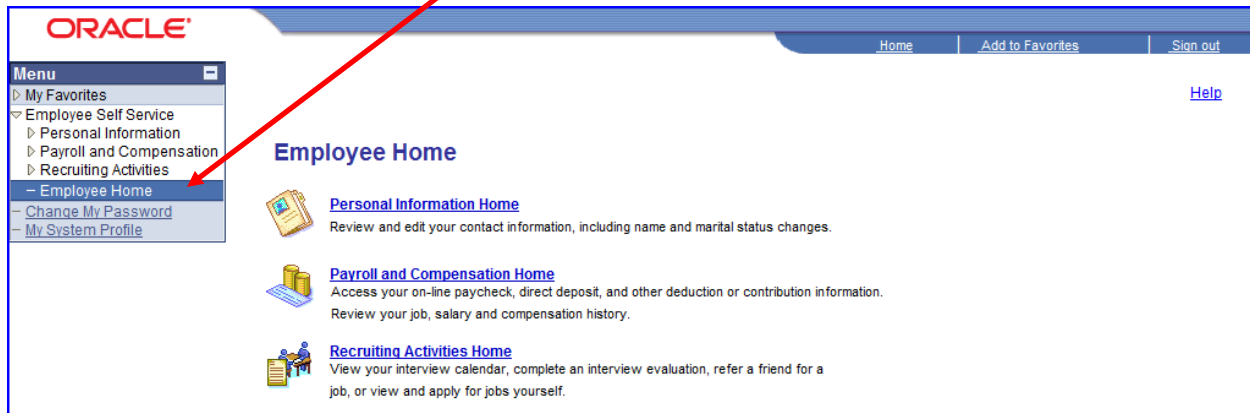


You will be taken into your Employee Self Service Account. Click on the Left menu 'Employee Self Service'.



Click the Employee Home link in the left menu, the Employee Home page will then be displayed in the middle of the page.

Click the Employee Home link on the left menu to display the Employee Home page in the middle of the screen



You may click any of the blue links on the Employee Home page

Personal Information Home - review your personal information (*note: not in full use at this time*)

Payroll and Compensation Home - view your pay check information

Recruiting Activities Home - view and apply for job positions, and view the application status for any position you have previously applied for

When you have finished using your Employee Self Service Account always click the Sign Out link on the right side of the page

